

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**

**AIR FORCE SPACE COMMAND INSPECTION  
CHECKLIST 20-19**

**1 APRIL 1999**

**Logistics**

**ICBM MAINTENANCE - TRAINING (UNIT)**



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This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional areas of training. It applies to the 576 FLTS and all ICBM units with a training function.

***SUMMARY OF REVISIONS***

This checklist has been revised to convert AFSPCSIG 90-2121 into correct format, realign critical items and update references as a result of AFSPCI 21-102 rescission and AFSPCI 21-11401 implementation.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. CCC items are also critical to the mission. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** The checklist establishes a baseline to be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's training function.

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## Attachment 1

## ICBM MAINTENANCE - TRAINING (UNIT)

Table A1.1. Checklist.

<b>SECTION 1: TRAINING FLIGHT/576 FLTS TRAINING MANAGEMENT SECTION SUPERVISORY RESPONSIBILITIES.</b>			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does the flight promptly identify and initiate corrective actions for training deficiencies? (para 2.4.1.2.)			
1.1.2. Does the flight ensure lesson plans are developed and used for training technical Career Field Education and Training Plan (CFETP) tasks? (para 2.4.1.7.)			
1.1.3. Does the flight ensure lesson plans are reviewed for technical accuracy at least once a year, not to exceed 12 months between reviews? (para 2.4.1.7.)			
1.1.4. Does the flight ensure all 5-level core task lesson plans are reviewed annually by the applicable production workcenter? (para 2.4.1.11.)			
1.1.5. Does the flight ensure a training capability exists for each CFETP technical task performed? (para 2.4.1.11.)			
<b>1.2. NON-CRITICAL ITEMS:</b>			
<b>1.2.1.</b> Does the flight conduct and monitor the Upgrade Training Program? (para 2.4.1.4.)			
1.2.2. Does the flight manage a Recurring Technical Training (RTT) Program, tailored to individual technician and workcenter needs (N/A Rivet MILE)? (para 2.4.1.8.)			
1.2.3. Does the flight conduct and monitor the Maintenance Officer Training Program? (para 2.4.1.9.)			
1.2.4. Does the flight ensure that prior to performing unsupervised instructor duties, personnel selected as instructors:			
1.2.4.1. Meet minimum instructor requirements of AFI36-2201? (para 2.4.1.12.1.1.)			
1.2.4.2. Complete local instructor orientation course? (para 2.4.1.12.1.2.)			
1.2.4.3. Are observed by the Maintenance Instructional System Manager (MISM)/Instructional System Development (ISD) specialist and the individual's workcenter supervisor? (para 2.4.1.12.1.2.)			

1.2.4.4. Attend the ICBM Maintenance Instructional Techniques Course (MITC) or receive a waiver (optional for Peacekeeper Support Section Vehicle Maintenance and Corrosion Section Trainers)? (para 2.4.1.12.1.3.)			
1.2.5. Does the flight ensure Team Training (TT) instructors are capable of operating trainers required to conduct training? (para 2.4.1.12.2.1.)			
1.2.6. Does the flight ensure the PK Maintenance Section (90 SW) conducts on-the-job technical task training for vehicle mechanics? (para 2.4.1.13. thru 2.4.1.13.4.)			
1.2.7. Are maintenance-training programs developed using the ISD process? (para 2.4.1.6.)			
1.2.8. Is a consolidated task coverage file established that reflects the workcenter responsible for each CFETP technical task performed? (para 2.4.1.11.)			
<b>SECTION 2: TRAINING MANAGEMENT SECTION</b>			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Does the flight provide each assigned agency the training forecast and awaiting action listing? (para 2.4.2.2.4.)			
2.1.2. Does the flight monitor overdue training and notify the appropriate level of supervision to correct training deficiencies? (para 2.4.2.2.5.)			
2.1.3. Does the flight ensure non-TT workcenters have training plans? (para 2.4.2.8.)			
2.1.4. Does the MISM/ISD specialist assist in reviewing the Operations Group 2M0X3 Facility Manager lesson plans to ensure consistency with Logistics Group lesson plans on identical CFETP tasks performed by both? (para 2.4.2.4.2.2.1.)			
<b>2.2. NON-CRITICAL ITEMS:</b>			
<b>2.2.1.</b> Is a MISM/ISD specialist assigned (one individual may fill both positions)? (para 2.4.2.4.)			
<b>2.2.2.</b> Has the MISM/ISD specialist attended the Maintenance Instructional Techniques Course (MITC) or requested a waiver from 20 AF/LGLH? (para 2.4.2.4.1.)			
<b>2.2.2.1.</b> Has the MISM/ISD specialist attended an ISD course? (para 2.4.2.4.1.)			
<b>2.2.3.</b> Does the MISM/ISD specialist:			
<b>2.2.3.1.</b> Assist in preparing lesson plans developed within the maintenance complex and ensure lesson plans follow ISD guidance? (para 2.4.2.4.2.1.)			

2.2.3.2. Assist in development of locally produced training programs? (para 2.4.2.4.2.2.)			
2.2.3.3. Observe instructors at least once a year, not to exceed 12 months between observations? (para 2.4.2.4.2.3.)			
2.2.4. Does the flight develop and distribute a schedule of future training classes in sufficient time for all agencies to determine requirements? (para 2.4.2.2.1.)			
2.2.5. Does the flight obtain and schedule missile maintenance related training quotas for courses conducted by outside agencies (on- or off-base)? (para 2.4.2.2.2.)			
2.2.6. Does the flight monitor and schedule, in conjunction with workcenter supervisors, all non-technical training requirements? (para 2.4.2.2.3.)			
2.2.7. Does the flight ensure workcenter supervisors conduct an initial evaluation/interview within 30 days after member assignment? (para 2.4.2.7.2.)			
2.2.8. Does the flight conduct CFETP review boards? (para 2.4.2.9. thru 2.4.2.9.6.)			
2.2.9. Does the flight assist workcenter supervisors with management of training records to ensure accuracy and currency? (para 2.4.2.6.)			
<b>SECTION 3: TEAM TRAINING SECTION/NON TEAM TRAINING WORK-CENTERS</b>			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Does the capability exist to provide initial, recurring technical and remedial training for MMT, EMT, FMT, PMT, PKMT and other missile maintenance and 2M0X3 facility manager personnel as requested? (para 2.4.2.3.1, 2.4.3.1)			
3.1.2. Are developed lesson plans reviewed annually for adequacy and technical accuracy? (para 2.4.3.11)			
3.1.3. Does the flight ensure the performing workcenter is involved in the review of 5-level core task lesson plans? (para 2.4.3.11.)			
<b>3.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Does the flight identify training requiring support beyond team training (TT) resources and do they ensure it is published in the maintenance plan? (para 2.4.3.3.)			
3.2.1.1. Is the required training support beyond TT resources coordinated at the daily planning meeting and included in the daily plan? (para 2.4.3.3.)			

3.2.2. Does the flight ensure Minuteman missile maintenance team (MMT) and Peacekeeper maintenance team (PKMT) instructors complete a minimum of one RS mate per quarter? (para 2.4.3.6.)			
3.2.3. Does the flight coordinate dispatches to operational facilities and off-base training LFs with Logistics Operations? (para 2.4.3.9.1.)			
3.2.4. Are tractor-trailer and SPVO courses conducted? (para 2.4.3.2.)			
3.2.5. Does the flight maintain a daily record of activities for each trainee or team? (para 2.4.3.8)			
3.2.6. Are master training plans developed for each trainee or team involved in initial technical training? (para 2.4.3.7.)			
3.2.7. Does the flight notify Quality Assurance when personnel are ready for initial Maintenance Evaluation Program (MEP) evaluations and when initial training is complete? (para 2.4.3.10.)			
<b>SECTION 4: MAINTENANCE TRAINER PROGRAM</b>			
<b>4.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Are periodic and phased inspections accomplished on configuration managed training equipment? (para 2.4.5.5.1.)			
4.1.2. Are trainer discrepancies documented, scheduled, and corrected in a timely manner? (para 2.4.5.5.4.)			
4.1.3. Are maintenance records maintained using 00-20 series TOs? (para 2.4.5.13. thru 2.4.5.13.3.)			
<b>4.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.1. Are problems, which cannot be readily resolved, identified to 20 AF/LGL or SWC/XRT? (para 2.4.5.4.1.)			
4.2.2. Are supply problems referred to HQ AFSPC/LGMM and 20 AF/LGL or SWC/XRT? (para 2.4.5.4.1.)			
4.2.3. Are copies of discrepancy deferral letters affecting training devices forwarded to 20 AF/LGL or SWC/XRT? (para 2.4.5.8.)			
4.2.4. Does HQ AFSPC/LGMM approve manufactured aids prior to construction or use? (para 2.4.5.9.)			
4.2.5. Are 20 AF/LGL or SWC/XRT notified prior to disposing of approved Class III trainers? (para 2.4.5.9.3.)			
4.2.6. Are Improved Maintenance Management Program (IMMP) products used to maintain current status of all Class I, II, and approved Class III trainers? (para 2.4.5.11.1.)			
4.2.7. Is trainer status reported monthly to 20 AF/LGL or SWC/XRT? (para 2.4.5.11.2.)			

4.2.8. Is 20 AF/LGL informed of deficiency reports pertaining to unit-owned trainers? (para 2.4.5.12.)			
4.2.9. Does TT document and maintain suspense files necessary to schedule and control maintenance of trainer equipment? (para 2.4.5.4.3.2.)			
4.2.10. Is downtime for accomplishment of TCTOs scheduled consistent with training requirements? (para 2.4.5.7.)			